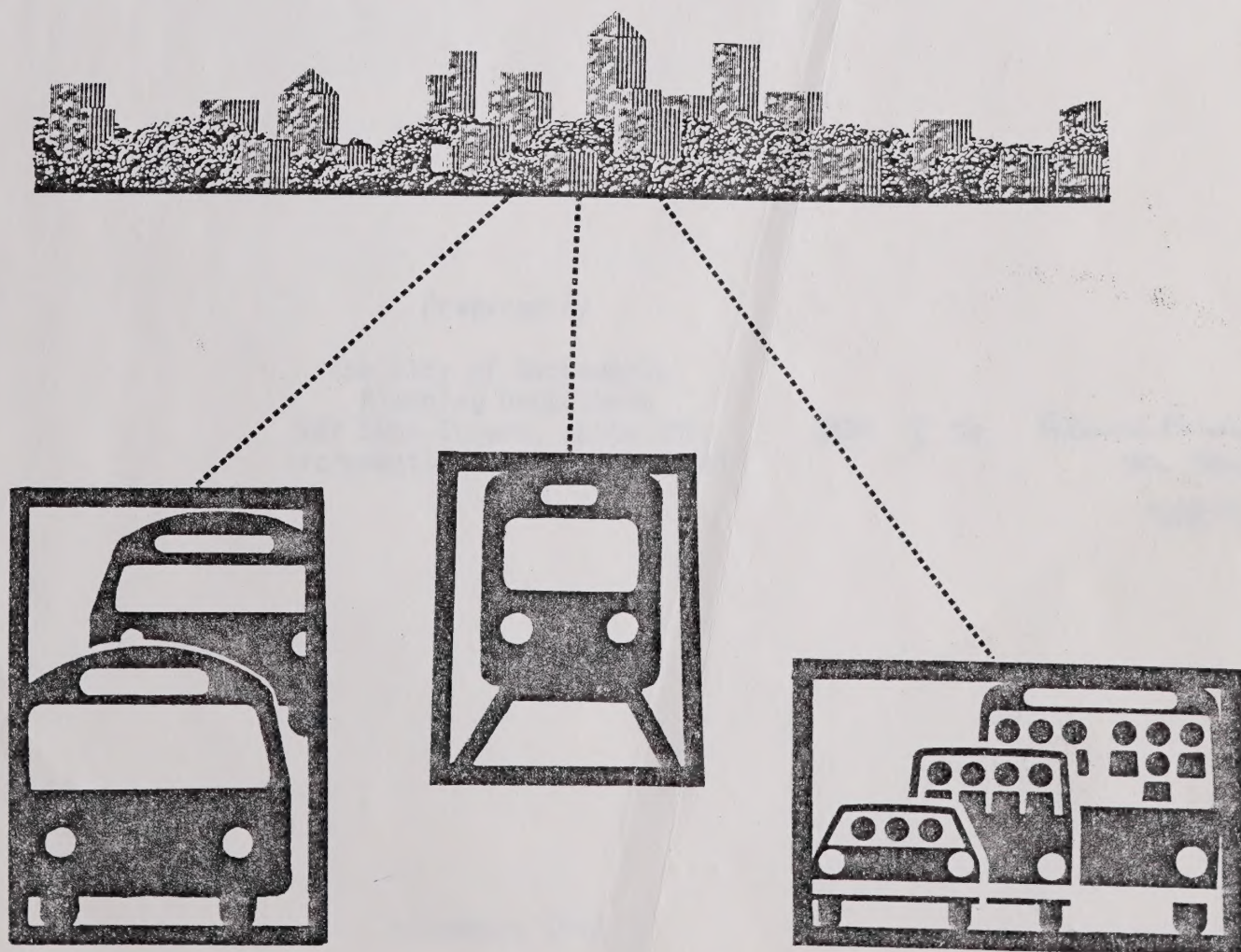
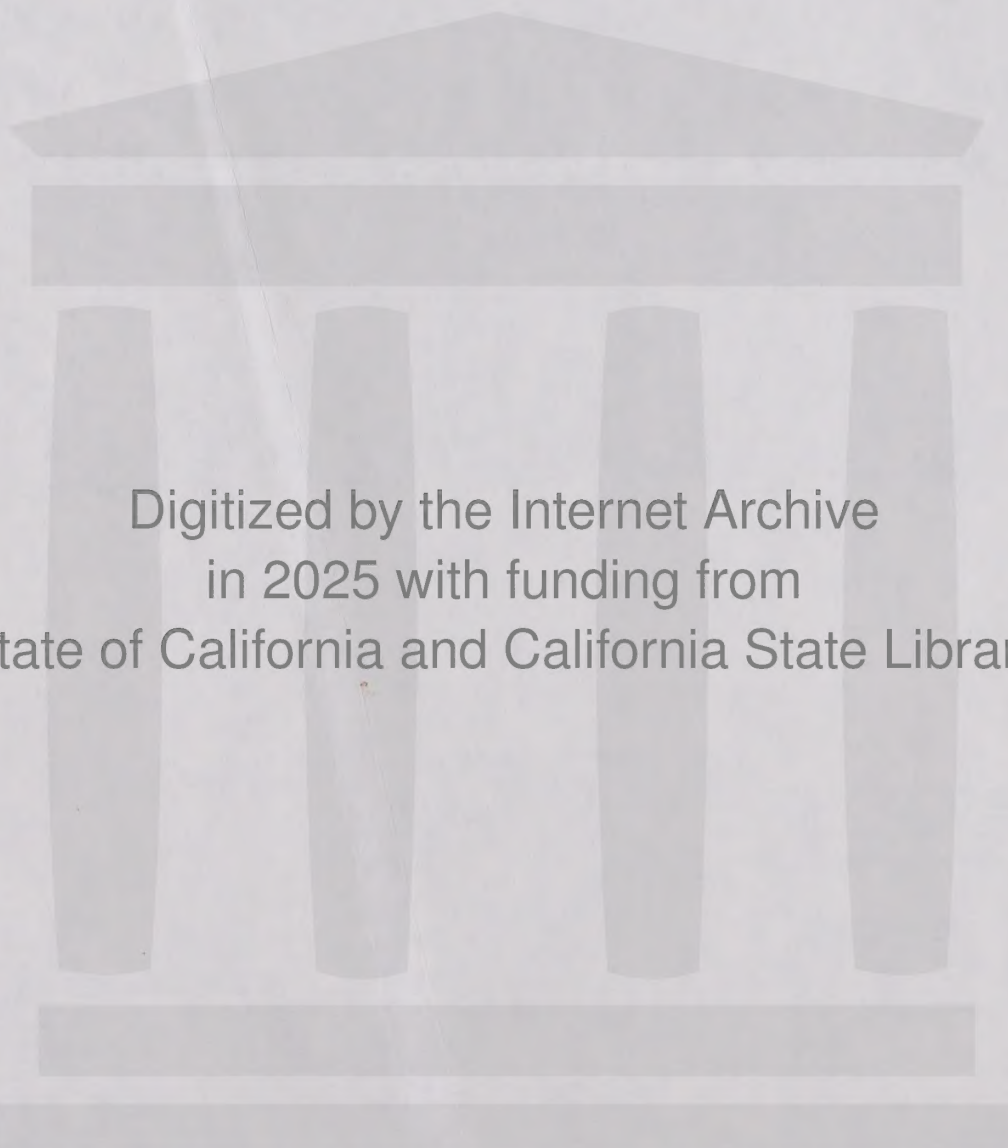


TRANSPORTATION MANAGEMENT PLAN
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Don Smith



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TRANSPORTATION MANAGEMENT PLAN HANDBOOK

1.1. PURPOSE AND SCOPE

1.1.1. PURPOSE

1.1.2. SCOPE

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TRANSPORTATION MANAGEMENT PLAN HANDBOOK

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I. BACKGROUND

The City Council of the City of Sacramento adopted the Trip Reduction Ordinance as a means of establishing a standardized process for requiring all major new developments to mitigate their traffic and air quality impacts. The ordinance requires a developer to prepare a Transportation Management Plan which would include a commitment to provide facilities or other types of incentives to encourage greater transit, ridesharing and bicycling participation by the future tenants of the project. The ordinance allows the developer maximum flexibility in selection of trip reduction measures to include within the required plan. In order to offset the implementation costs associated with the required Transportation Management Plan, parking reductions are offered. In addition, federal and state tax deductions and credits also may be available.

The purpose of this ordinance is to establish a program which in the long-term will result in a more efficient use of our roadway system, thereby ensuring that new growth can be accommodated in the future. Voluntary educational programs aimed at encouraging existing employers to participate in promotion of alternative transportation commute methods are planned for future implementation by the City and various private business groups. Hopefully, with the combined efforts of both the public and private sectors to improve traffic and air quality conditions, the Sacramento region will retain its attraction in the future as a desirable place to live and work.

This Transportation Management Plan Handbook is intended as a manual for assisting developers who are required to comply with the City of Sacramento's Trip Reduction Ordinance. This handbook also includes information regarding the City's voluntary Parking Reduction Ordinance. The Appendix includes copies of both ordinances and the Transportation Management Plan form. If parking reductions are desired, a special permit process is required. Contact the City Planning Department for an application form.

II. INTRODUCTION

Existing community plans for the City of Sacramento indicate that it will grow from its present 275,741 residents (1980) to 403,182 by the year 1995. This represents a 46% increase in population and automobile use is estimated to increase by 48% from 744,200 to 1.1 million trips per day.¹

This increase in travel will not be matched over the same time frame with a corresponding development of additional freeways or major roadways. Financial constraints for the development and expansion of highways and roadways will require that transportation systems management techniques, or trip reduction measures, be developed to make better use of existing transportation facilities and services.

If growth projections for the Sacramento region are accurate, there will be increased traffic congestion, air quality and energy impacts. Not only will more streets and highways become congested, but the duration of such congestion will become greater. Growth in the number and usage of motor vehicles and greater traffic congestion will overcome anticipated improvements in vehicle emissions from new technology, to the extent that air quality in the region is projected to further decline after 1990. The Sacramento region presently does not meet the federal ambient air quality standards and is not projected to meet the 1987 deadline established by the Clean Air Act. Therefore, federal (transportation and sewer) funding sanctions may be imposed unless efforts are made to remedy this situation. Such sanctions could impact the ability of the City to accommodate new growth in the future.

Given these problems, it is not surprising that the City of Sacramento, as well as the jurisdictions within Sacramento and Placer Counties, are placing greater emphasis on development of programs by both the public and private sector to improve the overall efficiency and people-moving capacity of the existing transportation system. Unless such programs are implemented in the near future, the Sacramento region will experience bumper-to-bumper commute hour congestion and poor air quality conditions. In order to preserve our existing quality of life, something must be done and soon.

¹ Source: Based on 114,497 housing units in 1980, 169,524 housing units projected by 1995 ("Accelerated General Plan Update Study", City of Sacramento, February, 1982) and 6.5 trips per household per day. (SATS data, Regional Air Quality Plan, SACOG, 1982).

III. TRANSPORTATION MANAGEMENT PLAN

In order to ensure that new developments mitigate their traffic and air quality impacts, the City Council of Sacramento adopted the Trip Reduction Ordinance on April 5, 1983. A copy of the Ordinance is provided as Appendix A. This ordinance requires that all new non-residential developments or expansion of existing buildings by 25% which will accommodate 200 or more workers, conduct an educational program and prepare a Transportation Management Plan. The educational program consists of working with the CalTrans Sacramento Rideshare agency to distribute rideshare matching surveys annually and to post information provided by the City or other designated agency which describes the services available and benefits of the alternative transportation methods.

In addition, the applicant must also prepare a Transportation Management Plan. The purpose of this plan requirement is to have the developer design a trip reduction program for the particular project that would encourage the tenants or employees at the site to use transit, ridesharing and bicycling as their primary commute method. The ordinance allows the applicant to emphasize either one particular alternative transportation method or a combination of commute options. There are fourteen different trip reduction measures provided and between two and five measures are needed to comprise the plan. The applicant has the discretion to select which measures to include in the Plan. These measures include facilities, service subsidies, or direct commuter subsidies. Other measures which will result in some level of trip reduction can also be proposed. The required Transportation Management Plan permit form is provided as Appendix B.

A. How to Determine Occupancy Levels

In order to determine whether a development meets the 200 person threshold, a set of building occupancy standards have been developed for each type of land use. These factors are based upon studies conducted by CalTrans and were rounded up in order to ensure that this ordinance requirement does not fall upon developments of less than 200 employees. The ordinance also allows the uses within a building to be separated out and different factors applied for accuracy purposes. If a developer knows exactly how many employees will occupy the building(s) due to prearranged lease agreements, this information can be accepted in-lieu of applying the occupancy standards.

The occupancy standards and minimum development sizes for each type of land use is provided below. In order to apply these standards to a particular development, the total square footage of each type of land use should be multiplied by the occupancy factors and the results added to reach the total development occupancy figure.

Development Occupancy Standards

<u>Type of Development</u>	<u>No. of Workers Per Gross Square Foot</u>	<u>Minimum Project Size Per 200 Workers (Gross Square Feet)</u>
Office & High Technology	.0035	57,000
Hospital & Medical Offices	.0025	80,000
Industrial (non-warehousing)	.0020	100,000
Industrial-Warehousing	.0010	200,000
Commercial	.0020	100,000
Mixed/Multiple Uses	(1)	(1)

- (1) The minimum building size for mixed or multiple use developments shall be calculated based on the proportion of the development devoted to each type of use.

B. When Will a Transportation Management Plan be Required

In terms of applying the development occupancy standards, the total gross building square footage for the entire development must be used rather than applying the standards to each individual building within a given complex. Even if there are different parcel or building owners, the entire development is viewed as one project for the purposes of this ordinance. The point in the development approval process when this ordinance will be applied is at the first time that any discretionary entitlement from the City is requested. This would include applications for General Plan or community plan amendments, rezonings, planned unit developments, tentative maps, special permits or variances. If one or more of these entitlements are not necessary for construction of the project to proceed, then the ordinance will be applied at the time of building permit application.

C. Target Trip Reduction Levels

The ordinance does not specify what target trip reduction level should be used in development of the Transportation Management Plan. The target trip reduction level for the Sacramento region as set forth in the 1982 Air Quality Plan is 30%. The baseline level of commute trips that can be expected to use one or more alternative transportation methods without the provision of trip

reduction measures is about 15%. This baseline assumes that transit services serve between 2% and 4% of all commuters, ridesharing participation is about 10% to 12% and bicycling accounts for 0.5% - 1.0%. Since this baseline level of alternative transportation usage may be higher than what actually occurs at a particular site, trip reduction credit will not be given for compliance with the education program required in addition to the Transportation Management Plan. Similarly, no credit will be given for the provision of bicycle parking facilities as required under a separate ordinance.

The intent of the Trip Reduction Ordinance is to assist in meeting the regional 30% trip reduction goal. Therefore, the Transportation Management Plans should be designed to achieve a 15% reduction in total single-occupant vehicle trips that are generated by the development.

D. Trip Generation Rates

In order to determine the actual number of vehicle trips generated by a particular development, trip generation rates based upon building square footage have been developed by the Institute of Transportation Engineers. These rates, as provided below, should be used to determine the total number of vehicle trips generated by the development as required in the plan application form.

<u>Trip Generation Rates</u>	
<u>Type of Use</u>	<u>Number of Total Trip Ends Per 1,000 Gross Square Feet</u>
Office	11.69
Office Park	20.65
Medical Office	75.00
Hospital	16.91 (or 12.16 per bed)
High Technology Industrial Park	9.98
Research & Development, Administration	12.88
Distribution	6.44
Assembly, Fabrication	10.63
General Industrial (non-warehousing)	5.43
Industrial Park	8.30
Manufacturing	4.10
Warehousing	5.01
Shopping Center	
100,000 - 199,999	60.4
200,000 - 299,999	49.9
300,000 - 399,999	40.4
400,000 - 499,999	47.6
500,000 - 999,999	34.5
1,000,000 - 1,249,999	31.1
Over 1,250,000	26.5

Trip Generation Rates

<u>Type of Use</u>	<u>Number of Total Trip Ends Per 1,000 Gross Square Feet</u>
General Commercial	64.6
Restaurant	56.3
Supermarket	125.5
Hotel	10.5 per room

SOURCE: ITE, Trip Generation, 1976.

E. Trip Reduction Measures

The ordinance lists eleven different measures from which the applicant can select from for preparation of the Transportation Management Plan. Other measures can also be proposed if it can be shown that such measures could result in tangible reductions in single-occupant automobile trips. Three such measures include land dedication for transit facilities, providing bicycle paths within a large development complex, and instituting a trip length reduction or a jobs-housing program where residents of adjacent neighborhoods are solicited to work within the employment center. The acceptable measures are listed on the following page and described in detail in the following sections.

Facility Measures

Preferential Employee Carpool/Vanpool Parking Spaces
Transit Passenger Shelter
Land Dedication for Transit Facilities
Bus/Light Rail Transit Station
Showers and Lockers
Bicycle Paths

Service Subsidy Measures

Transit Operating Subsidies
Buspool/Shuttle Bus Program

Commuter Subsidy Measures

Transit Pass Subsidy
Vanpool Program

Educational/Marketing Measure

Transportation Coordinator

Work Schedule Incentive Measure

Flexible Work Hours

Single-Occupant Commuter Disincentive Measure

Parking Fees

Trip Length Reduction Measure

Jobs-Housing Program

F. Trip Reduction Levels Per Measure

It is difficult to accurately assess what level of trip reduction can be expected if a particular measure or combination of measures is implemented. Numerous case studies are available; however, the results vary widely depending upon factors such as the size of the development, whether a commuter encounters traffic congestion on the way to work, if there are parking supply or price constraints at the development site, the level of educational and marketing efforts provided, and the work hour policies of individual employers. Therefore, the trip reduction levels indicated in this handbook for each measure are based on averaging the results of reported case studies as well as taking into account the relative difficulty and cost of implementing each measure. These trip reduction percentages will be used in evaluating the Transportation Management Plan submitted; however, an applicant may submit evidence indicating that a particular measure could result in a higher level of trip reduction due to site specific factors or the reported commute characteristics of the future tenants. The Planning Director at his or her discretion may accept such estimates in lieu of the following.

Trip Reduction Levels Per Measure

<u>Measure</u>	<u>Trip Reduction Level</u>
<u>Ridesharing Measures</u>	
Preferential Carpool/Vanpool Parking (10% of total spaces)	2.5%
Vanpool Subsidy Program	
2.5% of total occupants	2.5%
5% of total occupants	5.0%
10% of total occupants	10.0%
Buspool Subsidy Program	
2.5% of total occupants	2.5%
5% of total occupants	5.0%
10% of total occupants	10.0%

Transit Measures

Passenger Shelter(s)	2.5%
Land Dedication	
- Light Rail Line (2% per 3000 square feet)	1.0%-5.0%
- Park and Ride Lots (2% per acre)	
- Transit Stops (2% per 3000 square feet)	
Bus/Light Rail Transit Operating Subsidy (\$3,000 per transit rider)	
1% of total occupants	1.0%
2% of total occupants	2.0%
3% of total occupants	3.0%
4% of total occupants	4.0%
5% of total occupants	5.0%
Bus/Light Rail Transit Station Capital Subsidy (\$3,000 per transit rider)	
1% of total occupants	1.0%
2% of total occupants	2.0%
3% of total occupants	3.0%
4% of total occupants	4.0%
5% of total occupants	5.0%
Transit Pass Subsidy (100% subsidy for 25 years)	
2.5% of total occupants	2.5%
5% of total occupants	5.0%
10% of total occupants	10.0%
15% of total occupants	15.0%
 (50% subsidy for 25 years)	
2.5% of total occupants	1.0%
5% of total occupants	2.5%
10% of total occupants	5.0%
15% of total occupants	7.5%
Shuttle Bus	
2.5% of total occupants	2.5%
5% of total occupants	5.0%
10% of total occupants	10.0%

Bicycle Measures

Showers and Lockers	
Projects up to 500 employees	
2 showers and 20 lockers	2.5%
(1 mens - 10 lockers, 1 womens - 10 lockers)	
Projects between 500 and 1,000 employees	
4 showers and 4 lockers	2.5%
(2 mens - 20 lockers, 2 womens - 20 lockers)	

Projects between 1,000 and 2,500 employees 6 showers and 60 lockers (3 mens - 30 lockers, 3 womens - 30 lockers)	2.5%
Projects between 2,500 and 5,000 employees 8 showers and 80 lockers (4 mens - 40 lockers, 4 womens - 40 lockers)	2.5%
Projects over 5,000 employees 1 shower and 10 lockers per 1,000 employees	2.5%
Bicycle Paths (Minimum one mile of bicycle paths)	2.5%
<u>Education/Marketing Measure</u>	
Transportation Coordinator(s)	2.5%
<u>Work Scheduling Measure</u>	
Flexible Work Hours	2.5%
<u>Single-Occupany Commuter Disincentive Measure</u>	
Parking Fees - outside CBD	
\$ 5 per month	5.0%
\$10 per month	7.5%
<u>Trip Length Reduction Measure</u>	
Jobs-Housing Link (Outreach hiring within adjacent neighborhoods)	
10% of total employees live within a 4.5 mile radius	2.0%
20% of total employees live within a 4.5 mile radius	4.0%
30% of total employees live within a 4.5 mile radius	6.0%

IV. TRIP REDUCTION MEASURE DESCRIPTIONS

A. Ridesharing

In the most general sense, ridesharing has been defined as two or more persons travelling by any mode of transportation, including but not limited to carpooling, vanpooling, buspooling, and shared ride taxis and jitneys. For the purposes of this report, public transit will be dealt with separately even though it can be classified as one method of ridesharing.

Ridesharing is one significant strategy that has proven its ability to reduce traffic congestion, air pollution and fuel consumption while also reducing transportation costs for the participants. Ridesharing benefits the commuter, employer, developer and the general public. The most dominant benefit for the commuter is a reduction of user costs. Employers and developers benefit from reduced traffic congestion near their development and reduced parking demand on-site. As more commuters rideshare to work, everyone benefits from reduced traffic congestion and improved air quality.

Although ridesharing programs may be cost-effective in terms of user savings and positive in terms of employer, developer and community benefits, they have not been widely embraced. One psychological barrier to the development of ridesharing is the perception of solo driving as an enjoyable, relaxing activity. Therefore, reward systems need to be established to provide tangible benefits to encourage changes in behavior and attitudes about ridesharing.

1. Carpooling - Carpooling is defined as the use of private automobiles to transport two or more commuters between the places they work at and their residences. Carpooling usually does not involve more than four persons and typically provides door-to-door services. Carpooling can also include situations where one spouse or neighbor drops off the other at one worksite and then proceeds to his or her final employment destination. Since privately owned automobiles are used, there is no problem with vehicle acquisition and storage. Carpools allow flexibility in formation and routes served.

The greatest obstacle to increased carpool use is soliciting and matching interested commuters. Since commuting time is one of if not the most important factor in choosing a travel method, it is critical that interested carpoolers who live and/or work in close proximity to one another can be matched together. Within the Sacramento region, the State Department of Transportation provides free commuter matching services through telephone contacts or distribution of ridesharing surveys. They will send interested carpoolers a list of other commuters who live and work near each applicant. Unless the employment site is large, it is usually preferable to submit the names and addresses of interested carpoolers to the CalTrans Sacramento Rideshare agency so that the best match possible can be created using their extensive database. The first step needed to realize greater carpooling participation is publicizing that these free carpool matching services are

available. The Trip Reduction Ordinance requires that the property owner coordinate with the Sacramento Rideshare agency to distribute surveys and information to the employees within the development on an annual basis. This requirement is imposed in addition to the Transportation Management Plan.

In addition to carpool notices and matching services, other incentives are needed to compensate the commuter for having to endure the longer travel time and distance that carpooling entails. Although the cost of commuting is reduced when two or more persons share gasoline and parking costs, in many cases this is not enough to overcome the preference for driving to work alone. A reward system is needed to encourage commuters to participate in carpooling. This can include providing parking rate reductions of 25%, 50% or 100% if parking fees are imposed. Such parking pricing reductions are included within the parking fee measure described within this report. Another support measure is a preferential parking program which is also described below. For more information on carpool matching services and incentive programs, call the CalTrans Sacramento Rideshare office at (916) 445-POOL or write to them at 1120 N Street, Room 2132, Sacramento, CA 95814.

2. Vanpooling - When eight or more carpoolers travel to and from the same general origin and destination locations, it may be preferable and more cost effective to form one vanpool rather than two to four or more carpools. By further reducing the number of cars on the road, traffic congestion and air pollution is reduced. However, vanpools are usually cost effective for their participants only when the one-way commute distance is at least 20 miles, unless a subsidy is provided.

Vanpools are formed when one of the commuters owns a van or where a third-party such as the property owner or employer is responsible for leasing or purchasing the van. Typically under either method, the leasing, insurance, operations, and maintenance costs are distributed equally among the riders. Unless the driving responsibilities are shared, the driver rides for free and is allowed to keep the van for personal use on the weekends. Where the property owner or employer leases and/or subsidizes a portion of the van operating expenses, the van may be used by that entity during the day for business purposes.

The total costs of the leasing, insuring, and maintaining a van used for a vanpool is about \$640 per month or about \$64.00 per passenger for ten riders or \$45 per passenger for fifteen riders per month. This cost assumes 40 miles per day, 21 days per month and .19¢ a mile operating cost for a total operating cost of \$160 per month. The fixed cost of leasing and insuring the vehicle is about \$480 per month. In order to reduce the cost per passenger and to encourage the formation of vanpools, the fixed cost could be partially subsidized. A suggested subsidy would be 25% of the fixed cost or about \$160 per month for a ten-year period. This would result in annual costs of \$1,920 and a total ten-year cost of up to about \$25,000 assuming 5% annual inflation. The resulting cost per passenger would be reduced to between \$34 and \$48 per month, depending upon the number of passengers.

Under the ordinance, the property owner is required to lease or purchase a certain number of vans if this measure is selected. The owner may impose full cost recovery fees upon the vanpool participants. However, a user subsidy may become necessary in order to solicit participants. Parking reduction and state and federal tax deductions are available as described in Section VI of this report. Additional information about van lease or purchase options and costs can be obtained from the CalTrans Sacramento Rideshare office at (916) 445-POOL, 1120 N Street, Room 2132, Sacramento, CA 95814.

3. Carpool/Vanpool Preferential Parking - Reserving the most desirable parking spaces for carpools and vanpools provides an incentive for ridesharing because it adds prestige to these commute methods. Preferential parking is a low cost measure which can be implemented as either a self-enforcing program where the users of the lot police each other or a more established enforcement program where these high priority spaces are allocated on a monthly basis by the building manager or complex Transportation Coordinator. A minimum of 10% of the total parking spaces provided should be marked as "Carpool/Vanpool Only". These spaces should be located adjacent to the building entrance, under shaded areas, or other preferential location. They should be grouped together if possible or at least placed within the same general location. This measure can be combined with a preferential parking fee program where discounts are provided to carpools or vanpools, if parking fees are imposed.

4. Buspooling (Subscription Bus) - Buspooling is an expansion on the vanpool concept to include 35 to 50 commuters per vehicle. However, the one-way commute distance would have to exceed 20 miles and typically its designation would have to be a high density employment center to generate enough riders. A buspool differs from typical transit services in that the passengers as a group have to subscribe for the service from a bus leasing agency and the number of stops are limited. Tickets are usually sold in advance and routes are responsive to changes in subscribers' needs. While subscription buses may provide many of the same benefits of vanpools, they are also hampered by the same drawbacks. Subscription buses can be expensive to use than vanpools if a paid driver is needed, unless they can also be used for other purposes during the day. They tend to have a higher vacancy rate than vanpools and the additional number of pick-up and drop-off points can substantially increase commuting times.

The cost of leasing a buspool, including the driver, is about \$35 to \$50 per hour. The cost would be much less if one of the passengers acts as the driver. The leasing cost where a paid driver is required also depends upon whether the bus is leased for the entire day or only for the peak commute periods. The per hour cost would be higher if it was only needed for commute purposes as opposed to also being used for midday shuttle bus runs. The charge begins at the time the bus leaves the garage until it reaches its final destination. Assuming a paid driver and a four-hour use rate per day, the average leasing costs per day is \$170 or about \$40,800 per year. Full cost recovery would require a per passenger daily fare of about \$5 assuming

35 passengers. This would result in a monthly fee of about \$100, which is twice the cost of joining a vanpool. In order to attract sufficient ridership, the passenger rate should be partially subsidized. A suggested subsidy would be 10% of the leasing cost or about \$340 per month for a ten-year period or about \$4,080 per year.

In order to reduce the level of subsidy required while at the same time reducing the buspool passenger rates, the bus could be used during the midday as a shuttle bus. However, the fare revenue would have to meet or exceed the hourly leasing rate which is difficult unless it is used within a large, concentrated employment and commercial complex. Tax deductions and parking reductions, which would help to reduce the amount of subsidy required are also available for employers as described in Sections V and VI of this report. For more information, contact the CalTrans Sacramento Rideshare office at 1120 N Street, Room 2132, Sacramento, CA 95814 or call (916) 445-POOL.

5. Shuttle Bus - The purpose of a shuttle bus is to transfer commuters between transit stops and employment sites and to accommodate midday shopping trips within a large commercial and office or industrial complex. The shuttle bus route can also be designed to venture into adjacent residential developments and thereby reduce the need to use public transit for the short trip into the complex. However, the attractiveness of a shuttle bus system is its short route and frequent service so excursions outside the complex should only occur if it would not severely hamper the primary purpose of the shuttle bus system.

Shuttle service is needed where the distance between the transit stops and office or industrial building destination is beyond four blocks and where there are at least 100 transit commuters or a minimum of 2,500 persons working within the complex. A shuttle bus service can also be provided where there are at least 1,000 office or industrial workers within a minimum 20 acre complex that contains a minimum of five gross acres of commercial businesses. A complex can be defined as any contiguous area of non-residential development, even though there are a number of different property owners.

The cost of establishing and operating a shuttle bus service varies depending upon whether the vehicles are purchased or leased, the size of the vehicles, and the number of operators. Generally, it costs between \$35 and \$50 per hour to lease a full sized bus with a driver. Fares can be charged to recover a portion of the acquisition and operating costs, however, such fares would have to be low enough to attract sufficient ridership. It is highly doubtful that the fares would cover the total costs of operating this service. However, tax deductions and parking reductions may be available to help offset such costs as described in Sections V and VI of this report.

B. Public Transit

Public transit provides regularly scheduled bus (and coming soon, light rail transit) service between residential neighborhoods and employment centers throughout the Sacramento region. The cost of public transit is subsidized by federal, state and local tax funds. Public transit provides shared-ride travel at low user costs without the need to individually subscribe for service. However, due to the number of stops required, public transit tends to require a longer commute period than driving alone. In addition, the transit rider must either walk, bicycle or drive to the transit stop or staging area, which adds to the total travel time. Although these disadvantages are compensated by reduced automobile operating and parking costs, such savings still usually do not compensate for the longer travel time. Therefore, additional incentives are needed to encourage commuters to switch over to transit. According to the City's Trip Reduction Ordinance, these measures can only be used if the development is located within a quarter mile or about four blocks from an existing designated transit route.

1. Transit Passenger Shelter - Transit facility improvements make transit usage more pleasant and convenient. Waiting for the transit vehicle at a designated stop is a component of all transit trips. In general, transit shelters are only needed when there are at least 50 transit riders per day expected at the transit stop. The transit stop located at an employment site should provide more amenities than a stop within a residential neighborhood due to the increased traffic, lack of shade trees and greater number of transit riders found there. Transit stops at the employment site should include a partially enclosed shelter equipped with one or more benches, lighting, trash receptacles and route information. Where appropriate, bicycle parking facilities should also be provided.

If this measure is selected for inclusion in the Transportation Management Plan, the applicant would be responsible for either constructing the shelter and related amenities or could contract with the transit agency for development of such facilities. Most transit stops would require only one shelter measuring 5 feet by 10 feet. Ownership of the shelter can either be retained by the applicant or transferred to Regional Transit. Maintenance of the shelter would be the responsibility of the owner of the development site, since the transit agency cannot afford to assure maintenance duties. However, maintenance responsibilities can be transferred to Regional Transit under a contract arrangement if the necessary funds are provided.

It is preferable for the transit shelter to be located within or near the public right-of-way or sidewalk area. If a shelter is placed on private property, an easement should be provided to the appropriate transit agency if ownership of the shelter will be deeded to them. The estimated cost of constructing a shelter and its related amenities is about \$6,000. Repairs for any damage to the shelter would be the responsibility of the owner of the shelter. Tax deductions and parking reductions are available to help offset these costs as described in Sections V and VI of this report. For more information regarding this type of facility, contact Hinda Chandler at the Sacramento Regional Transit agency, P.O. Box 2110, Sacramento, CA 95810 or call (916) 444-7591.

2. Bus/Light Rail Transit Station - A transit station is a larger and more developed transit facility than a transit passenger shelter. A transit station can include a bus transfer center where several buses converge at one location to allow for convenient transfers or a light rail transit station where buses and automobiles travel to in order to access the light rail system, or a location that is a designated light rail transit stop which is accessed primarily by pedestrians.

A bus transfer center would include a number of bus bays or sufficient parking areas for buses to line up and park for a limited period of time. The designated bus parking area would have to be developed with heavy duty paving and reinforced curbs and gutters to withstand the weight of the buses. Such a center should also include two or more transit passenger shelters because of the large number of transit riders loading and unloading at the center. Usually, these centers are located at an off-street site such as within the parking lot of a shopping center or other large complex, or within separate turnouts provided along the side of a public street. The decision whether to establish such a center is up to the discretion of the transit agency serving the site. The cost of such a center depends upon a number of factors and a uniform figure is not available.

A light rail transit station can include a parking lot for automobiles, bus loading areas, bicycle parking facilities, transit passenger shelters, a handicap access ramp, and other related amenities and facilities. At the present time, eight light rail transit stations with parking are proposed for development by 1985 to serve the first phase of the light rail transit system. In the future, new light rail stations and maintenance of existing stations will be required. Therefore, as long as a development is located within 1,320 feet or four blocks from an existing or designated light rail station, the transit station subsidy measure can be included as part of the Transportation Management Plan. The amount of subsidy expected is based on the anticipated number of transit riders. The use of such funds can either be limited to investment in the adjacent station or for improvements at other stations within the overall transit system. The cost of developing and maintaining a light rail transit station depends upon its size, location and the level of facilities and amenities provided and therefore, differs for each site.

A light rail transit stop, as opposed to a station, is similar to a bus stop where no automobile parking is provided; however, facilities such as transit passenger shelters, handicap access ramps and reinforced paving must also be provided. There are eighteen light rail stops designated for the first phase of the light rail system. Other stops will be added as the system is expanded in the future. If a development is located within a 1/4 mile or four blocks from an existing or designated light rail stop, a subsidy can be included as one of the measures within the required Transportation Management Plan. The cost of a typical light rail stop is \$50,000. The applicant can decide to subsidize all or part of this cost based upon a subsidy per the number of transit riders that will be generated by the development.

Within Section II of this report, a subsidy of \$3,500 per transit rider is suggested as the measure to be used in calculating the total subsidy level for assisting in the development of a bus transfer center, a light rail transit station or a light rail transit stop. This figure was derived by using the adopted five-year capital improvement program of the Sacramento Regional Transit District between 1982 and 1987 of \$135,514,000 and dividing that by the average number of daily transit passengers or 45,200 commuters. The resulting figure of \$2,995 was rounded up to \$3,500 in order to make the subsidy level of this measure equal to the subsidy level derived for the following transit operating subsidy measure. This subsidy level could be reduced or increased in the future as the capital improvement program adopted by Regional Transit and ridership levels change. Please note that during the initial first phase of construction of the light rail system (up to 1985), the appropriate agency for receipt of subsidies for light rail stations or stops is the Sacramento Transit Development Agency. The contact person is John Schumann, Executive Director, 926 J Street, Suite 611, Sacramento, CA 95814 or call (916) 442-3168. If a subsidy for a bus transfer center or for a light rail station or stop designated along a future light rail alignment is proposed, the Sacramento Regional Transit District will be responsible for acceptance of such funds. Contact Hinda Chandler at Sacramento Regional Transit, P.O. Box 2110, Sacramento, CA 95810 or call (916) 444-7591.

3. Land Dedication for Transit Facilities - While buses operate along city streets, the light rail system will be partially routed along privately owned land. Efforts are underway to purchase the land needed for the initial 19 mile system that parallels Highway 80 and U.S. 50. However, expansion of the system into South Sacramento is envisioned and land will be needed within this area for the light rail alignment, park-and-ride stations and transit stops. Therefore, if a portion of a designated light rail route traverses a development, one acceptable trip reduction measure would be to dedicate the land needed for the alignment, stations, or stops. For more information contact Hinda Chandler at the Regional Transit District, P.O. Box 2110, Sacramento, CA 95810 or call (916) 444-7591.

4. Transit Operating Subsidy - Due to increases in operating costs and decreased federal funding subsidies, the Sacramento Regional Transit District may have to reduce current levels of transit services in the future even though the demand for such services may increase. Even with the new light rail transit system, the total number of transit riders are not projected to significantly increase initially. The primary advantage of the light rail system is that it will greatly reduce operating costs. However, such reductions may only assist in offsetting inflationary increases in such costs and will assist in maintaining current levels of service. With the substantial growth projected for the Sacramento region, transit services will need to be expanded to new areas and the level of service improved within the existing urbanized area. However, unless new funding sources are found, such expansion and improvement will not occur.

New developments generate automobile traffic as well as demands for transit services. Larger developments are typically required to provide roadway facility improvements to accommodate the vehicle traffic created by their development. However, transit facility or service improvements are generally not required nor provided. If this measure is selected, the level of subsidy suggested is based upon the level of transit riders generated (i.e., about 4% of all commuters), similar to the method used in determining the level of roadway improvements needed. The subsidy level per transit rider suggested is based on the actual cost of transit services per rider.

The subsidy level per transit rider indicated in this report is \$3,500. This figure represents the operating costs per transit passenger for providing transit services over a ten-year period based on current cost data. Based on Regional Transit's adopted 1982-1987 Transit Plan, the total 1983 transit system operating cost is \$24.3 million. When the transit fare revenues are subtracted from this figure, the net operating cost is \$17.8 million. This figure is then divided by the average daily number of transit riders or 45,200. The resulting \$393 figure represents the net cost of carrying one transit rider for one year. This figure was then multiplied by ten years to represent the minimum period of time that the development will be generating transit riders. In reality, the life of a project is much longer but in order to make this measure competitive with other measures that may be included in the plan, only a ten-year period was used. The resulting figure was reduced to \$3,500 to equal the capital subsidy option. This figure can change in the future as operating costs increase or decrease and as fare revenues increase.

In order to apply this subsidy to a particular development, first determine the percentage of transit riders generated by the development that would be subsidized. Although most developments generate a 4% transit ridership, a lower or higher percentage figure can be selected. The level of trip reduction credit will be based on the percentage selected for calculating the subsidy. Once the percentage has been determined, this number should be multiplied by the total number of workers expected to occupy the development. The \$3,500 subsidy level is then multiplied by this figure. This amount should then be paid to the Regional Transit District either with a lump sum payment or annually over a certain period of time based on an agreement executed between the developer and the District. Use of the funds will be restricted to subsidizing operation of the entire transit system. For more information contact Hinda Chandler at Regional Transit, P.O. Box 2110, Sacramento, CA 95810 or call (916) 444-7591.

5. Transit Pass Subsidy - A transit pass subsidy is where a portion of the cost of a monthly transit pass is paid by an employer or the building owner. Although most transit pass subsidy programs are sponsored by employers, within the City of Sacramento over the last year three developers have agreed to provide transit pass subsidies to a portion of the tenants in their buildings. In all three situations, transit passes are being subsidized in-lieu of providing required parking spaces.

Under the trip reduction and parking reduction ordinances, either a 50% or a 100% transit pass subsidy can be selected. Under each program, the subsidy level is based on the present cost of a monthly transit pass. The subsidy amount is then increased by 50% every five years. Using the current cost of a monthly transit pass (i.e., \$30) and this sliding scale of increases, the total cost of subsidizing one pass at 100% over 25 years is \$11,028.25 and a 50% subsidy level would cost \$5,514.50. The 100% subsidy allows a one parking space reduction per pass and two transit passes for every one parking space must be subsidized under the 50% option. Since the subsidy can be paid on an annual basis and the land area saved from deleting required parking spaces used as leaseable building area, the net cost of this program is actually much less.

In order to utilize this measure, an agreement must be entered into between the developer, the City and the transit agency. The agreement is recorded and creates a binding covenant which runs with the land and therefore, subsequent property owners must continue implementation of the subsidy program. Separate agreements have been prepared for the 50% versus 100% subsidy level and are provided as Appendix E.

C. Bicycling

Bicycling is a potential travel mode for commuters who live within five miles of their work location. Given Sacramento's level terrain and good weather conditions, bicycle commuting is a valid mode of transportation that can be used during most of the year. In general, between 1% and 5% of the workforce will bicycle to work if parking facilities and other incentives are provided. The City presently requires bicycle parking facilities at all new developments. Therefore, this incentive measure is not available as one option for inclusion in the Transportation Management Plan. However, other incentives such as bicycle paths and shower and locker facilities are needed in order to achieve the maximum potential for bicycling participation.

1. Shower and Locker Facilities - Most bicyclists are not willing to commute more than a couple of miles to work unless there are shower and locker facilities available. Within the downtown area, the state provides such facilities and as a result, about 5% of all state employees bicycle to work. Shower and locker facilities can also be used during the midday period for lunchtime joggers or bicyclists.

Showers can be accommodated within new buildings by placing them within bathrooms or a separate shower and locker area can be developed. About 10 clothes lockers per shower should be provided to ensure an adequate supply for the potential number of bicycle commuters. About two showers, one men's and one women's facility, are needed for developments with 500 or less employees. Projects with 1,000 or more employees should provide four showers. As the project gets larger, the number of shower facilities needed probably does not continue to accelerate at the two per 500 rate. Once a development exceeds 5,000 employees only one shower per 1,000 employees is needed, since the percentage of commuters who live within a five mile radius will most likely decrease. Due to the State handicap accessibility requirements, showers would have to be designed with a minimum width of 42" and a depth of 48".

2. Bicycle Paths - The City of Sacramento develops on-street bicycle routes along public streets and off-street bicycle paths are provided along major public rights-of-way, such as abandoned railroad tracks and river levees. Because of the high cost of developing off-street bicycle trails and the limited funds available for on-street routes, the City can only develop a few miles each year. The location of all new future on-street and off-street routes to be developed of each type of route by the City have already been established and such routes will require use of all of the available public funds in the foreseeable future. Therefore, if on-street or off-street bicycle routes are to be provided within large new developments, construction of such facilities would have to be privately funded.

Within large employment complexes, on-street and off-street bicycle paths assist in encouraging bicycle commuting by providing a safe travel route that is partially or fully separated from vehicular traffic. In addition, bicycle paths are needed if there will be a lot of midday travel between buildings within the complex. On-street routes should be located along major and minor streets and connect within other existing or designated routes. A development should be a minimum of about 50 acres in size before off-street bicycle paths within the complex would be needed. If a development includes an area designated as an off-street bicycle trail within the Bikeway Master Plan, dedication of the land needed for development of that trail can be credited within the Transportation Management Plan.

D. Education/Marketing

Education and marketing activities are needed to inform commuters about the availability and advantages of alternate travel methods. In many instances, commuters are reluctant to change their travel mode due to a lack of awareness of the different options available, the costs and related factors associated with each method, and the service routes and schedules. One of the minimum requirements under the Trip Reduction Ordinance is for property owners to post such information in a conspicuous place or places within each building. These posters will be supplied by the City or another authorized agency and will be periodically updated. This requirement is separate from the measures to be included within the Transportation Management Plan. The ordinance also requires that the property owner allow the CalTrans Sacramento Rideshare agency to distribute information and transportation surveys within the development on an annual basis. This agency coordinates the regional carpool, vanpool, and bicycle commuter matchings services. In addition, they will send transit route and service information to interested respondents. This access provision is also separate from the Transportation Management Plan requirement.

1. Transportation Coordinator - One educational and marketing measure that is a candidate for inclusion in the Transportation Management Plan is an on-site Transportation Coordinator(s). A Transportation Coordinator builds upon the other informational and outreach services provided by offering individual assistance to commuters at their convenience. A Transportation

Coordinator(s) duties would be to provide the same type of information to new employees upon their arrival that the CalTrans Sacramento Rideshare agency provides to the entire complex on a yearly basis. In addition, the coordinator would sell monthly transit passes or individual tokens, and administer preferential carpool and vanpool parking assignments, vanpool formations and accounting, and the transit pass subsidy program, if one or more of these measures are provided. A Transportation Coordinator would also work with public agencies and service providers to provide input on the transportation needs of the development, as well as to act as a conduit for the transfer of updated route and service information to the individual tenants.

In general, one full-time Transportation Coordinator is needed for every 5,000 workers. Therefore, within smaller developments, the coordinator can work part-time and his or her duties can be merged with that of the building manager or other position. Such services could also be contracted out to a third party consultant. In addition, the property owner can transfer this obligation to one or more of the larger employer/tenants within a development even though such coordinators would only have to serve their individual company employees as opposed to the entire development. For very large developments over 5,000 employees, it would be preferable to designate one part-time or full-time coordinator to serve the entire complex and to also require one or more of the larger employers (i.e., 50 or more employees) to also designate an in-house coordinator. The cost of this measure will vary depending upon the amount of time required and whether such responsibilities will be combined with another position or transferred to individual tenants.

E. Support Measures

In addition to providing facilities or subsidies as a means of encouraging alternative automobile use, other types of more indirect support incentives can also serve the same purpose. These incentives include allowing commuters flexible work hours in order to more closely meet their ridesharing or transit schedules and providing company vehicles when an employee is required to work late. These programs are the responsibility of an employer; however, not the developer of a building unless the property owner and his or her employees will also partially or completely occupy the building. If these programs are included within the Transportation Management Plan, future tenants and/or building owners would have to agree to continued implementation of the measure(s) or request a plan amendment to substitute another measure.

1. Flexible Work Hours - Most employees are required to start work at 8 a.m. and finish at 5 p.m. The "eight to five" routine accounts for morning and afternoon traffic congestion, overcrowded buses and a reluctance by bicyclists to fight vehicle traffic to get to work. Spreading the transportation demand over a longer period of time, from 7 a.m. to 9 a.m. and 4 p.m. to 6 p.m. is a way to make more efficient use of existing transportation facilities and services. Flexible work hours where employees

are allowed some degree of choice in selecting their starting and quitting times is one solution. There are different scheduling options available to an employer which allow different levels of flexibility. However, with any of these work schedule options, employees are allowed to improve both the quality of their commute and their ability to schedule the connections necessary for carpooling and transit use.

F. Disincentive Measures

There are numerous existing disincentives for an individual to drive to work alone. These include automobile operation and maintenance costs which accelerate with the rising cost of gasoline, cars and insurance. In addition, freeway and roadway congestion, scarce parking supplies, inconvenient parking locations, and parking fees also act to reduce the attractiveness of single-occupant commuting. However, such adversities are accepted as the necessary evils related to commuting to work, since 85% of the workers still use their individual cars as their primary method of transportation.

Studies have shown the obvious fact that in areas with limited parking supplies and/or where parking fees are imposed, the use of alternative transportation methods is greater than within areas of free, unlimited parking. In such situations, the costs and benefits of transit, ridesharing or bicycling become more attractive as compared with driving alone. Therefore, single-occupant automobile parking disincentive measures can be just as effective as incentive measures in encouraging the use of alternative transportation modes. Parking supply reduction is one disincentive method which is available if a substitute transit, ridesharing or bicycling incentive program is implemented under the Parking Reduction Ordinance. The reasons that parking supply reduction alone, without a corresponding incentive program, is not available for inclusion in the Transportation Management Plan is due to the potential problem of displaced commuters parking within adjacent residential or commercial areas. Imposing parking fees is an acceptable disincentive measure under the Trip Reduction Ordinance that can be included within the required Plan.

1. Parking Fees - Although most, if not all, suburban employment centers do not charge for parking, such a tactic can be imposed as a disincentive to driving alone to work. While parking rates within the Central Business District of the City are between \$25 to \$50 a month, only a quarter of such rates would be expected if this measure is selected. A monthly parking fee of either \$5 or \$10 is suggested. While such parking rates would not necessarily be so burdensome as to prevent persons from using the parking facilities provided, they would discourage single-occupant commuting and make other methods of transportation more attractive. These rates should be imposed only on solo drivers in order to provide a further incentive for carpooling and vanpooling. The revenues obtained from such a program can be used to cover administration costs as well as to subsidize other incentive programs included within the Plan. If the development is located outside of the Central Business District, parking reductions can be obtained if parking fees for single occupant commuters are imposed.

G. Trip Length Reduction

Reducing the length of vehicle trips will also reduce the level of pollutant emissions generated, thereby improving air quality. Even though about 60% of the emissions generated per trip are emitted during the cold start and hot soak periods, reducing the trip length by one-half will result in a 20% decrease in total emissions. In addition, shorter trip lengths facilitate transit and bicycling usage. The average trip length in the Sacramento region is about nine miles. If the average trip length for all of the trips associated with a particular development was reduced to 4.5 miles, a 20% credit could be gained.

However, it is virtually impossible to achieve such a low overall trip length average. A more reasonable target goal would be to achieve a 4.5 mile trip length by 25% of the total work force. Development of an outreach hiring program within nearby residential neighborhoods and an annual monitoring program for the first five years would be needed to utilize this measure. If the outreach or other local hire incentive program was unsuccessful in achieving the lower trip length target, contingency measures would then have to be instituted. Such contingency measures would have to be identified at the outset within the Transportation Management Plan.

V. PARKING REDUCTION ORDINANCE

The adopted Parking Reduction Ordinance allows substitution of required off-street vehicle parking spaces for the provision of incentives to use alternative transportation methods. The types of substitute measures that can be utilized are generally the same as those which can be included within the Transportation Management Plan and are discussed within Section IV of this report.

Within the Central Business District, however, imposing parking fees and providing flexible work hours are not eligible measures. The reason is that almost all new developments in the Central Business District normally charge parking fees for the few off-street spaces provided and flexible work hours may not be feasible because buildings are generally occupied by a number of tenants and not the developer/property owner. Outside of the Central Business District, the preferential employee carpool/vanpool parking and the Transportation Coordinator measures are not eligible for use in reducing parking requirements. These measures have been excluded because they are low cost support measures which individually will not result in significant reductions in single-occupant commuting within suburban locations.

Providing land dedications for the light rail transit system, bicycle paths and a trip length reduction program were not included as eligible measures within the Parking Reduction Ordinance. However, for a particular development or if a comprehensive transportation management program is proposed, one or more of these measures can be eligible for parking reductions under the "other" category within the Parking Reduction Ordinance. The Planning Commission has the authority to allow parking reductions for such measures. A copy of the adopted Parking Reduction Ordinance is provided as Appendix C.

In order to receive a reduction in the amount of required parking, a special permit is required. The Planning Commission has the authority to approve such permits and the application form can be obtained from the City Planning Department. Approval of this permit is subject to the Commission's discretion and even though a trip reduction measure that is eligible for parking reductions is included within the Transportation Management Plan, approval of a parking reduction is not automatic. A finding must be made that the proposed parking reduction will not create any adverse impacts, especially for adjacent developments.

A. Minimum Development Size

In order to avoid allowing parking reductions at small developments which provide only a limited number of parking spaces, the Parking Reduction Ordinance is limited to developments which are required to provide at least 25 off-street parking spaces. (Within the Central Business District, there is no minimum parking space threshold.) This requirement translates into the following minimum building sizes.

Office	10,000 sq. ft.
Medical Office	5,000 sq. ft.
Hospital	25 beds
General Commercial	12,500 sq. ft.
Retail Commercial - Outside the Central City	6,250 sq. ft.
Retail Commercial - Within the Central City	9,850 sq. ft.
Industrial, Warehouse	25,000 sq. ft.

B. Overall Maximum Parking Reduction Levels

The maximum parking reduction allowed under this ordinance depends upon the type of project and whether it is located within or outside of the Central Business District (i.e., C-3 zone) and are provided in the following table. The parking reduction levels were derived by isolating the percentage of parking spaces required which are intended for employee use and then allowing about a 15% reduction of that amount. The employee parking percentage figures were obtained by analyzing site survey data conducted by CalTrans. The resulting percentages of employee parking was 70% for office, 60% for industrial, 50% for medical offices and hospitals, and 30% for commercial uses.

MAXIMUM PARKING REDUCTION LEVELS

Outside the Central Business District

Office	10%
Medical Office & Hospital	8%
Commercial	5%
Industrial	10%

An additional 10% parking reduction for each of the land uses set forth above is available if the development is located within two blocks (i.e., 660 feet) from an existing or designated light rail transit station if transit-related measures are utilized.

Within the Central Business District

New Office	60%
Conversion of an Existing Building to Office	100%
Expansion of an Existing Office Building	100%
Hotels, Motels	0%

Note: With the exception of residential, no other land uses are required to provide parking spaces for their developments.

C. Parking Reduction Levels Per Measure

In order to receive the overall maximum parking reduction allowed based upon the type of development proposed, one or more trip reduction measures have to be selected. Each eligible trip reduction measure includes its own parking reduction maximum level.

The following table reprints the maximum parking reduction levels allowed for each trip reduction measure for developments located outside of the Central Business District. These levels are designed to relate to the level of trip reduction that can be expected and to the cost of implementing each eligible measure. However, in most cases, the parking reduction percentage is less than the level of trip reduction allocated for a particular measure within Section III of this report in order to minimize the possibility of creating parking supply problems. Based on a study conducted a few years ago, the City's parking requirements are fairly consistent with the level of parking demand. Therefore, any reduction in parking needs to be directly offset with a corresponding program to reduce the parking demand.

MAXIMUM PARKING REDUCTION LEVELS OUTSIDE CENTRAL BUSINESS DISTRICT

<u>Measure</u>	<u>Parking Reduction Level</u>
Transit Passenger Shelter	1% or 3 spaces, whichever is less
Bus/Light Rail Transit Station Subsidy	5% or 20 spaces, whichever is less
Transit Operating Subsidy	5% or 20 spaces, whichever is less
50% Transit Pass Subsidy	5% or 20 spaces, whichever is less
100% Transit Pass Subsidy	10% or 40 spaces, whichever is less
Buspool/Shuttle Bus Program	10% or 40 spaces, whichever is less
Vanpool Program	5% or 20 spaces, whichever is less
Employee/Tenant Parking Fees	5% or 20 spaces, whichever is less
Showers and Lockers	2% or 10 spaces, whichever is less
Flexible Work Hours	2% or 10 spaces, whichever is less
Other Measure	To be determined, but not exceeding 10%

In order to apply for the additional 10% parking reduction if the development is located within two blocks of a light rail transit station, one or more of the following measures must be selected. Although these measures are the same as those set forth in the previous table, they can be combined.

ADDITIONAL PARKING REDUCTION FOR DEVELOPMENTS NEAR LIGHT RAIL TRANSIT STATIONS

<u>Measure</u>	<u>Parking Reduction Level</u>
Bus/Light Rail Transit Station Subsidy	5% or 20 spaces, whichever is less
Transit Operating Subsidy	5% or 20 spaces, whichever is less
50% Transit Pass Subsidy	5% or 20 spaces, whichever is less
100% Transit Pass Subsidy	10% or 40 spaces, whichever is less

Within the Central Business District, the level of parking reduction allowed for office uses is greater than what is granted for developments in the remainder of the City. The reason for this difference is because in the Central Business District, the level of participation in alternative transportation methods is and will continue to be much higher. The amount of parking spaces that can be reduced for implementation of a given measure is expressed in terms of the percent of total parking spaces required and does not also include a maximum space limitation. The maximum parking reduction allowed for each eligible trip reduction measure is provided in the following table.

MAXIMUM PARKING REDUCTION
WITHIN THE CENTRAL BUSINESS DISTRICT

<u>Measure</u>	<u>Parking Reduction Level</u>
Preferential Employee Carpool/Vanpool	
Parking Spaces	5%
Transportation Coordinator	5%
Transit Passenger Shelter	2%
Bus/Light Rail Transit Station Subsidy	10%
Transit Operating Subsidy	20%
Buspool/Shuttle Bus Program	20%
Vanpool Program	10%
Showers and Lockers	5%
50% Transit Pass Subsidy	40%
100% Transit Pass Subsidy	80%
Other Measure	To be determined, but not exceeding 10%

D. Implementation of Parking Reduction Measures

The previous section indicated the maximum parking reduction allowed for each eligible measure. The Planning Commission has been given the authority to determine the amount of parking that may actually be reduced after consideration of the trip reduction measures being proposed. Generally the amount of effort, which includes costs, required to implement the selected trip reduction measures will be evaluated against the cost savings to the developer of not having to provide the additional parking spaces and the added benefit of more buildable land. Presently, the average cost of land and construction of one parking space within a surface lot is about \$1,500. The total cost of one space within a garage structure is about \$6,000. Although parking spaces retain their value and represent equity for the property owner during resale, the land area saved by reducing the amount of parking area can be used to expand the building site, thereby generating additional leasing revenues and increasing the value of the site.

The following table is provided to illustrate the level of implementation effort required per the number of parking spaces reduced. This information is intended to be used as a general guideline and can vary depending upon a particular situation.

IMPLEMENTATION EFFORT REQUIRED
PER PARKING SPACE REDUCED

<u>Parking Reduction Measure</u>	<u>Required Implementation Program</u>	<u>Number of Parking Spaces Substituted per Level of Implementation Costs</u>	
		<u>Outside CBD</u>	<u>Within CBD</u>
Preferential Carpool/Vanpool Parking (CBD only)	Stripe 10% of the total required spaces "Carpool/Vanpool Only" and parking rate reduction of at least 25% for ridesharers if fees are imposed.	Not applicable	5% parking space reduction if meet 10% striping and 25% rate reduction for ridesharers. If no rate reduction is provided, only a 2% parking reduction is allowed.
Transportation Coordinator (CBD only)	Appoint one full-time Coordinator per 5,000 occupants to conduct education & marketing program.	Not applicable	2.5% if the Coordinator works periodically on the program; 5% if there is a full-time coordinator.
Transit Passenger Shelter	Construct & maintain or pay contribution towards one 5 x 10 shelter.	\$1500 contribution=1 space	\$6000 contribution =1 garage space \$2000 contribution =1 surface space
Bus/Light Rail Transit Station Subsidy	Pay a fee for transit station development to the appropriate transit agency.	\$1500 contribution=1 space	\$6000 contribution =1 garage space \$2000 contribution =1 surface space
Transit Operating Subsidy	Pay a fee for transit operating assistance to the appropriate transit agency.	\$1500 contribution=1 space	\$6000 contribution =1 garage space \$2000 contribution =1 surface space

<u>Parking Reduction Measure</u>	<u>Required Implementation Program</u>	<u>Number of Parking Spaces Substituted per Level of Implementation Costs</u>	
		<u>Outside CBD</u>	<u>Within CBD</u>
Buspool/Shuttle Bus Program	Contract for bus service for use as a buspool and/or shuttle bus for a 10 year period; full cost recovery with user fees.	2.5% parking space reduction	5% parking space reduction
	Provide a 5% subsidy of contracting costs over a 10 year period	5% parking space reduction	10% parking space reduction
	Provide a 10% subsidy of contracting costs over a 10 year period	10% parking space reduction	20% parking space reduction
50% Transit Pass Subsidy	Provide an initial 50% transit pass subsidy over a 25 year period with escalating 5% increases every 5 years.	1 parking space per 1 subsidized pass	1 parking space or 2 subsidized passes
100% Transit Pass Subsidy	Provide an initial 100% transit pass subsidy over a 25 year period with escalating 5% increases every 5 years.	2 parking spaces per 1 subsidized pass	1 parking space per 1 subsidized pass

<u>Parking Reduction Measure</u>	<u>Required Implementation Program</u>	<u>Number of Parking Spaces Substituted per Level of Implementation Costs</u>	
		<u>Outside CBD</u>	<u>Within CBD</u>
Vanpool Program	Contract for van purchase or lease over a 10 year period; full cost recovery with user fees.	2.5% parking space reduction	5% parking space reduction
	Provide a 10% subsidy of operation & maintenance costs over a 10 year period.	5% parking space reduction	10% parking space reduction
Employee/Tenant Parking Fees (outside CBD only)	Impose parking fees on single occupant commuters only.	5% parking space reduction	Not applicable
Shower and Lockers	Provide 2 showers & 20 lockers for every 200-300 employees.	2% parking space reduction	5% parking space reduction
Flexible Work Hours (outside CBD only)	Allow employees of the property owner working at the site to adjust their work schedule by a minimum of one half hour.	2% parking space reduction	Not applicable

VI. TAX DEDUCTIONS AND CREDITS

Over the past several years, the Congress and the State Legislature have enacted legislation to encourage participation in ridesharing and transit programs by allowing accelerated depreciation of facilities, deductions for the cost of direct subsidies, and tax credits for the cost of purchasing or leasing vehicles. In addition, state legislation has been enacted to clarify that an employer who subsidizes a vanpool or buspool is not liable for accidents that occur while commuting to and from work. While most of the tax incentives can only be claimed by "employers" in that the persons receiving the benefit are directly employed by the sponsor, depreciation of facility improvements and possibly deductions for providing capital or operating subsidies to public transit districts are available for developers as well as employers.

A. Federal Tax Incentives

The Energy Tax Act of 1978 (Public Law 95-618) provides employers with a 10% tax credit for each van or bus that is purchased and provided for use by their employees for transport to and from work. To qualify, an employer must buy a new van or bus and initiate the vanpool or buspool program before January 1, 1986. The van must have a three year useful life and seat at least eight adults, not including the driver. At least 80% of its mileage must be for vanpooling. Buses or vans will be considered used for ridesharing purposes if during their commute trips they are half-filled with commuting employees (not including the driver). This 10% investment tax credit is available only to "employers", since the van must be used to transport the taxpayer's employees. As long as half of the van includes the taxpayer's employees, the remaining capacity can be used to carry employees of adjacent businesses as a means of reducing the operating costs. This tax credit relates to the capital cost of purchasing the van and does not preclude requiring the vanpool users to pay the full amount of the operating costs.

The Economic Recovery Act of 1981 allows taxpayers (if employers or developers) to depreciate assets over a three year period of time. Depreciation can be used for either new or used facilities. The type of facilities that are eligible include vans, buses, transit shelters, transit stations, showers and lockers, and bicycle parking facilities. Ownership of these facilities would have to be held by the taxpayer but a lease back arrangement for buses, transit shelters or stations could allow the private purchaser to receive the tax depreciation benefits while allowing the transit agency to utilize the facility in the operation of the transit system.

B. State Tax Incentives

In 1982, the state enacted the Employer's Rideshare Incentive Act which provides both employer and employee incentives for transit and ridesharing commuting. These tax incentives are provided in addition to federal tax benefits. This act provides tax credits, deductions and accelerated depreciation for facility as well as subsidy incentive programs. The facility depreciation incentive is the same as the federal program discussed above. The tax credit and business expense deduction incentives are described below.

Except for the facility depreciation tax incentives, the tax credit and business deduction incentives only apply to employers in that then employees must be provided with the facility or subsidy benefit.

State law provides an additional 20% tax credit (i.e., total 30% credit given 10% federal tax credit) for the cost of purchasing or leasing cars, vans or buses used for ridesharing. However, the credit does not apply to vehicles that would otherwise be required as part of the employer's business activities in the absence of an employer-sponsored ridesharing incentive program, or where such vehicles are used primarily for the transport of property or for commercial transportation services. Fifty percent of the vehicle's use (or 80% for buses) must be for the transport of employees to and from work. These vehicles have to be put into service on or before December 31, 1986 and these credits will be available until the end of 1987.

The state law goes further than the federal program in that it provides tax benefits for employer subsidy programs. The cost of any direct subsidy or cost reimbursement program that encourages transit, ridesharing or bicycle usage can be deducted as an ordinary and necessary business expense. This would include providing subsidies to cover the operating costs of vanpools, subsidizing of the cost of buspool fees or transit passes, and either subsidizing parking fees for carpools and vanpools or providing a direct subsidy to employees who don't require a vehicle parking space such as transit riders, rideshare passengers, bicyclists and walkers.

VII. APPENDIX

- A. Trip Reduction Ordinance
- B. Transportation Management Plan Permit
- C. Parking Reduction Ordinance
- D. Computing Parking Reduction Levels in the CBD

ORDINANCE NO.

98039

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

APR 5 1983

AN ORDINANCE AMENDING THE TITLE OF SECTION 6 AND
ADDING SECTION 6-E AND SECTIONS 22-A-70 THROUGH
75 TO THE COMPREHENSIVE ZONING ORDINANCE OF THE
CITY OF SACRAMENTO, ORDINANCE NO. 2550, FOURTH
SERIES, RELATING TO VEHICLE TRIP REDUCTION
REGULATIONS

BE IT ENACTED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

SECTION 1

The title of Section 6 of the Comprehensive Zoning Ordinance of the City of Sacramento, Ordinance No. 2550, Fourth Series, is hereby amended to read as follows: .

Section 6: OFF-STREET PARKING AND VEHICLE TRIP REDUCTION REGULATIONS

SECTION 2

Section 6-E of the Comprehensive Zoning Ordinance of the City of Sacramento, Ordinance No. 2550, Fourth Series, is hereby added to read as follows:

E. TRIP REDUCTION REGULATIONS

1. Affected Developments. The provisions of Section E shall apply solely to the following types of projects:

a. Minor Projects. Any development proposal which is expected to be the primary place of business of between 50 and 199 full-time workers shall be deemed a Minor Project.

b. Major Projects. Any development proposal which is expected to be the primary place of business of 200 or more full-time workers shall be deemed a Major Project.

c. Expansion Projects. Any development which proposes structural expansion of 25% or more and which after such expansion will be the primary place of business of between 50 and 199 full-time workers shall be deemed a Minor Project. If after such expansion the development will be the primary place of business of 200 or more full-time workers, it shall be deemed a Major Project.

2. Exempt Projects. Temporary construction activities shall be exempt from the provisions of this Section 6-E.

3. Occupancy Calculation Methods.

(a) For the purpose of this Section 6-E, the following chart shall be used to estimate the total number of full-time workers expected to occupy a development.

<u>Type of Development</u>	<u>No. of Workers Per Gross Sq. Ft.</u>
Office (exc. medical offices)	.0035
Hospital and Medical Offices	.0025
Industrial (non-warehousing)	.0020
Commercial	.0020
Industrial-Warehousing	.0010
Mixed/Multiple Uses	The minimum building size for mixed or multiple use developments shall be calculated based on the proportion of the development devoted to each type of use.

(b) The applicant may submit information indicating the actual number of full-time workers that will occupy the development. Subject to approval by the Planning Director, these figures may be accepted in-lieu of using the above chart.

4. Development Standards.

a. Minor Project. The property owner of every Minor Project shall:

- (1) Post information provided by the city or other designated agency which describes the benefits of transit, ridesharing and bicycling as commute methods and which describes facilities, services, schedules, rates, and other pertinent information relevant to such transportation options; and
- (2) Coordinate with Caltrans Sacramento Rideshare personnel or other authorized ridesharing outreach agency for the distribution of information and transportation surveys to the workers within the development on an annual basis.

b. Major Project. Every Major Project shall be required to obtain a Planning Director's permit, approval of which shall be conditioned upon compliance with the following provisions:

- (1) Comply with the regulations applicable to Minor Projects as specified in Section 6-E-4-a.
- (2) Prepare and implement a Transportation Management Plan designed to achieve a reduction in the number of vehicle trips that would otherwise be generated by the development. The Plan shall consider inclusion of the following measures. The measures to be included in the Plan shall be selected by the applicant; however, the Planning Director may deny the applicant the right to utilize a particular measure(s) if the standards specified for each measure(s) are not met. In addition to the list of selected measures, the Plan shall also describe an implementation schedule for each measure and the proposed methods of administering the Plan. After approval by the Planning Director, the Plan shall be binding upon the property owner and any successors in interest. The Plan obligations shall either be included in the covenants, conditions and restrictions prepared for the development and recorded as part of that document, or separately recorded. The filing fee for this permit shall be in an amount specified by resolution of the City Council. At any time after the original Plan has been approved, the property owner may request modification of the Plan by filing an application and a processing fee, in the amount specified by resolution of the City Council.
 - (A) Preferential Employee Carpool/Vanpool Parking Spaces. The applicant may designate at least 10% of the required employee vehicle parking spaces as "Carpool/Vanpool Only". Such spaces shall be located near building entrances, in a covered or shaded area, or other preferential location. If parking fees are imposed, a more favorable parking rate for carpools and vanpools shall be offered. The administration and enforcement of this preferential parking program shall be the responsibility of the property owner.
 - (B) Transportation Coordinator. The applicant may designate a person or persons to act as the liason with providers of transit, ridesharing and bicycling information and services. The responsibility of the designated Transportation Coordinator(s) shall be to distribute information and otherwise assist interested workers of the development in their attempts to utilize transit, ridesharing and bicycling as their primary commute method.

- (C) Transit Passenger Shelter. If the proposed development is located along a major arterial that is an existing or designated transit route and a finding is made by the Sacramento Regional Transit District or other transit agency serving the site that a passenger shelter is needed in the vicinity of the development, the applicant may agree to construct or pay for the construction of such a shelter on or adjacent to the subject property. The design, maintenance, liability, and ownership of the shelter and other applicable provisions shall be set forth within an agreement between the applicant and the District or other appropriate transit agency.
- (D) Bus/Light Rail Transit Station Subsidy. If the proposed development is located within 1,320 feet of an existing or designated bus transit center or light rail transit station, the applicant may agree to pay all or part of the cost of land, construction and/or maintenance of either that center/station or another center/station within the transit system. The amount of funds, payment arrangements, use of the funds, and other applicable provisions shall be set forth within an agreement between the property owner and either the Sacramento Regional Transit District or other appropriate transit agency.
- (E) Transit Operating Subsidy. If the proposed development is located within 1,320 feet of an existing or designated bus route or light rail transit station, the applicant may agree to pay a one-time transit operating cost subsidy to the Sacramento Regional Transit District or other transit agency serving the site. The amount of funds, payment arrangements, use of the funds, and other applicable provisions shall be specified within an agreement between the property owner and the District or other appropriate transit agency.
- (F) Transit Pass Subsidy. The applicant may provide a 50 to 100 percent monthly transit pass subsidy for the benefit of persons who utilize transit services as their primary commute method to the subject property. This measure may be utilized only if the proposed development is located within 1,320 feet of an existing or designated transit route and the Sacramento Regional Transit District or other transit agency serving the site determines that the transit services provided along the adjacent transit route(s) have the capacity to accommodate additional transit riders. The applicant shall specify the total amount of subsidy, the number of passes to be subsidized, and the period of time that the subsidy program will be in effect. The property owner shall enter into an agreement with the District or other appropriate transit agency specifying these and other relevant provisions.

- (G) Buspool/Shuttle Bus Program. The applicant may establish and subsidize all or part of a buspool or shuttle bus service operated either individually or by contract with a public or private transit agency. The service shall transport workers from park-and-ride lots, transit stops or other designated locations to the project site during the morning (7 a.m. to 9 a.m.) and afternoon (4 p.m. to 6 p.m.) peak commute periods. There must be at least one bus operating within the morning and afternoon peak commute period. The applicant shall specify the level of services to be provided, the number of workers that are anticipated to utilize this service, the duration of the program, and the amount of user fees to be charged over the life of the program.
- (H) Vanpool Program. The applicant may offer to purchase, lease, or otherwise subsidize the capital and/or operating costs of one or more vanpools used by the workers of the development. The applicant shall specify the type and level of vanpool assistance to be provided throughout the duration of the program, the number of vans to be subsidized, the number of anticipated vanpool participants, and the period of time that the vanpool program will be in effect.
- (I) Parking Fees. The applicant may impose a monthly parking fee for some or all of the workers of the development whose primary commute method is by a single occupant motor vehicle if the Planning Director determines that such a program will not create adverse parking impacts to adjacent developments. The applicant shall specify the amount of parking fees to be imposed throughout the duration of the program, the number of workers that are anticipated to be required to pay the fees, and the period of time that this program will be in effect.
- (J) Showers and Lockers. The applicant may provide shower and locker facilities for the workers of the development to encourage bicycle commuting. The applicant shall specify the number of and location of such facilities and whether user fees will be imposed.
- (K) Flexible Work Hours. If the property owner will be the sole occupant of the building, (s)he may provide that a majority of the workers within the development who utilize ridesharing, transit, or bicycling as their primary commute method will be given the right to alter the normal daily working hours of 8 a.m. to 5 p.m. by a minimum of one-half hour. In the event the property owner sells the

building or is no longer the sole occupant of the building, the successors in interest and the new lessees must either agree to abide by this work hour policy or request a plan amendment and implement an alternative trip reduction measure.

(L) Any other program designed by the applicant which will potentially result in some level of trip reduction, subject to the approval of the Planning Director.

(3) The Planning Director may waive the Transportation Management Plan if (s)he finds that said compliance would create an undue hardship on the affected development as a result of special or peculiar operating characteristics.

5. Off-Street Vehicle Parking Reductions. Any development project which is required to comply with the provisions of Section 6-E-4-b shall be eligible for a reduction in the amount of required parking pursuant to Section 6-F.

SECTION 3

Sections 22-A-70, 71, 72, 73, 74 and 75 of the Comprehensive Zoning Ordinance of the City of Sacramento, Ordinance No. 2550, Fourth Series, are hereby added to read as follows:

70. Buspool/Shuttle Bus: Sixteen or more preassembled and prepaid subscribers commuting on a daily basis to and from work following a relatively fixed route and schedule by means of a vehicle with a seating arrangement designed to carry more than fifteen adult passengers.
71. Carpool: Two or more persons commuting on a regular basis to and from work by means of a vehicle with a seating arrangement designed to carry less than eight adult passengers.
72. Ridesharing: Travel by any mode other than the single occupant motor vehicle or public transit including but not limited to carpooling, vanpooling, public or private buspooling, and taxipool.
73. Taxipool: A type of service which a public or private taxi operator provides daily commuter service for a group of preassembled subscribers on a prepaid or daily-fare basis, following a relatively fixed route and schedule.
74. Transit: Transportation service operated by a public or private agency for use by the general public that utilizes buses or railcars, following a fixed route and schedule with a seating capacity of sixteen or more persons.

75. Vanpool: Eight or more preassembled and prepaid subscribers commuting on a daily basis to and from work by means of a vehicle with a seating arrangement designed to carry eight to fifteen adult passengers.

DATE PASSED FOR PUBLICATION: March 29, 1983

DATE ENACTED: April 5, 1983

DATE EFFECTIVE: May 5, 1983

MAYOR

ATTEST:

CITY CLERK

M-610

SP:lao

3.28.83 wp 1D

APPENDIX B

PLANNING DIRECTOR'S PERMIT
TRANSPORTATION MANAGEMENT PLAN

BACKGROUND INFORMATION

Name of Applicant: _____
Name of Property Owner: _____
Address or Location of Project: _____

Assessor Parcel Number: _____
Project Number: _____

PROJECT CHARACTERISTICS

Type of Use(s) Proposed: _____
Total Gross Square Feet Per Type of Use: _____
Total Required Vehicle Parking Spaces: _____
Total Parking Space Reductions Proposed: _____
Total Required Net Vehicle Parking Spaces: _____
Total Required Bicycle Parking Spaces: _____
Total Projected Occupancy: (use the factors found on pages 2 and 3 of the HANDBOOK;
sum of total gross square footage for each type of use X occupancy factor): _____

Total Trips Generated by the Project: (use the factors found on page 4 of the
HANDBOOK; sum of total gross square footage for each type of use X trip generation
factor): _____

PLAN CONTENT

Trip Reduction Measures (Check one or more of the following measures and fill in
the information requested to meet the 15% Trip Reduction target)

- _____ 1. Preferential Employee Carpool/Vanpool Parking. At least 10% of the total
net required vehicle parking spaces will be designated prior to building
occupancy as "Carpool/Vanpool Only" with either striping or signage.
These spaces will be located together in a preferential location either
adjacent to the building entrance or within a covered or shaded area. If
parking fees are imposed, I agree to provide a _____% parking rate
discount for Carpools and Vanpools.

Total Designated Spaces: _____
Trip Reduction Credit: 2.5%

2. Transportation Coordinator. At least one full-time Transportation Coordinator will be provided for every 5,000 employees. The Transportation Coordinator(s) will be appointed after the project reaches 50% occupancy. The name of the Transportation Coordinator(s) will be forwarded to the City Planning Department, the CalTrans Ridesharing Agency and the Sacramento Regional Transit District. The Transportation Coordinator(s) will work with these agencies to develop trip reduction educational and marketing programs for the project tenants and employees. The Transportation Coordinator(s) will establish regular business hours during which a tenant or employee of the project can obtain information on transit ridesharing and bicycling services and facilities and purchase Regional Transit monthly passes or tokens. Notice regarding the availability of the Transportation Coordinator(s) services shall be distributed to all project tenants and employees at least once every three months unless permanent notices are posted in conspicuous places within the project, including all bathroom facilities and employee bulletin boards.

Total Transportation Coordinator(s): _____

Trip Reduction Credit: 2.5%

3. Transit Passenger Shelter. If the Sacramento Regional Transit District or other appropriate transit agency serving the site determines that a transit passenger shelter(s) is needed in the vicinity of the project, the property owner either agrees to pay \$_____ to _____ prior to issuance of the building permit for the construction of the shelter(s) or will be responsible for construction of the shelter. The property owner also agrees to maintain such shelter(s) in a clean and attractive appearance for the life of the project or until transit services to the site are terminated, or agrees to pay \$_____ to _____ prior to issuance of the building permit for such maintenance services.

Name of Transit Agency and Personnel Verifying Need for Shelter: _____

Total Transit Shelters Provided: _____

Total Funds Paid for Shelters and Maintenance: \$ _____

Trip Reduction Credit: 2.5%

4. Land Dedication for Transit Facilities. If the Sacramento Transit Development Agency or the Sacramento Regional Transit District determines that a light rail alignment station or stop is needed within the development boundaries, the property owner may agree to dedicate the land to the appropriate agency. Evidence of the land dedication is required prior to building permit issuance or in conjunction with submittal of the final parcel or tentative map. The property owner agrees to dedicate _____ (acres or square feet) to _____ for use in development of _____.

Name of Transit Agency Personnel Verifying Need for Land Dedication:

Total Land Area Provided: _____

Trip Reduction Credit: _____

Light rail alignment 2% per 3000 square feet, maximum 5%; park and ride lots 2% per acre, maximum 5%; transit stops 2% per 3000 square feet, maximum 5%

5. Bus/Light Rail Transit Station Subsidy. If the project is located within 1,320 feet (1/4 mile or 4 blocks) of an existing or designated bus transit center or light rail transit station, a subsidy for construction and/or maintenance of either that center/station or another center/station within the transit service area of \$_____ has either been paid to _____ prior to issuance of the building permit or will be paid over a _____ year period on an annual basis subject to an agreement with that agency. The amount of subsidy shall be based on \$3,500 per occupant or transit rider. The number of occupants selected as the basis for determining the subsidy amount is _____.

Total Amount of Subsidy: \$_____

Trip Reduction Credit: _____

(Based on the percent of total occupants selected as the basis for determining the total subsidy amount.)

6. Transit Operating Subsidy. If the project is located within 1,320 feet (1/4 mile or 4 blocks) of an existing or designated bus route or light rail transit station, a subsidy for use in operation of the transit system of \$_____ has either been paid to _____ prior to issuance of the building permit or will be paid over a _____ year period on an annual basis subject to an agreement with that agency. The amount of subsidy shall be based on \$3,500 per occupant or transit rider. The number of occupants selected as the basis for determining the subsidy amount is _____.

Total Amount of Subsidy: \$_____

Trip Reduction Credit: _____

(Based on the percent of total occupants selected as the basis for determining the total subsidy amount.)

7. Transit Pass Subsidy. If the project is located within 1,320 feet (1/4 mile or 4 blocks) of an existing or designated bus route or light rail transit station, a _____ 50% or _____ 100% (**check one**) monthly transit pass subsidy for _____% of the occupants of the project will be provided for at least twenty-five (25) years after the building occupancy permit has been issued. Therefore, an initial cost of _____ monthly transit

passes will be purchased and distributed or resold to the occupants of the project. Given the existing \$_____ monthly transit pass rate per pass, the total first year subsidy will be \$_____. (Transit passes X monthly rate X 12 for 100% subsidy will be adjusted by adding a 50% subsidy). The amount of this subsidy will be adjusted by adding a 5% increase after every five (5) year increment. This amount, as adjusted every five (5) years, shall be paid annually to the Sacramento Regional Transit District or other appropriate transit agency on or before June 15th of each year after the building occupancy permit has been issued. The property owner will only be required to purchase as many monthly transit passes as the annual subsidy amount will provide. A separate agreement specifying the rights and liabilities of the respective parties must be executed prior to the issuance of the building permit. (This agreement is provided as Appendix E).

Total Number of Monthly Transit Passes Subsidized: _____
(Based on first year subsidy level)

Trip Reduction Credit: _____
(100% subsidy - equal to the percent of project occupants provided with passes during the first year of the 25-year term.)
(50% subsidy - half the percent of occupants with passes during the first year of the 25-year term.)

- _____ 8. Buspool/Shuttle Bus Program. At least one buspool or shuttle bus will be provided to transport workers of the project from their residence or other staging area to the project site during the morning and afternoon peak commute period. This service shall commence once the project has reached 50% occupancy and shall continue on a daily basis for a minimum ten-year period. The property owner may either fully or partially subsidize the operating costs of this service and may impose user fees.

No. of Buses to be Provided: _____

Trip Reduction Credit: _____
(Based on the percent of occupants provided with service)

- _____ 9. Vanpool Program. The property owner agrees to either lease or purchase _____ vans for use by occupants of the project in the formation of vanpools, based on providing such vehicles to _____% or _____ occupants of the project (i.e., 8 persons per van). These vans shall be provided once the project has reached 50% occupancy and the same number of vans shall be provided for vanpool purposes for at least a ten-year term. Maintenance and operating costs of these vans may be either the responsibility of the property owner or the vanpool users. The property owner may impose vanpool user fees and may use the vans during the midday period for other purposes.

Total Number of Vans: _____

Trip Reduction Credit: _____
(Based on the percent of occupants provided with vans)

_____ 10. Parking Fees. If the project is located outside of the Central Business District and at least 1,320 feet (1/4 mile or 4 blocks) from a primarily residential neighborhood, parking fees of at least _____ \$5.00 or _____ \$10.00 per month (**check one**) will be imposed upon all project occupants whose primary commute method is a single-occupant automobile once the building occupancy permit has been issued. Therefore, no parking fees will be imposed upon buspool, vanpool, carpool users, or bicycle riders. These fees shall be imposed for a minimum ten-year period and shall increase by at least 5% each year. Based upon the assumption that about 70% of the occupants will be required to pay such fees, a total of _____ occupants will be affected.

Amount of Monthly Parking Fee: \$ _____
(Based on the first year)

Trip Reduction Credit: _____
(\$5.00 per month - 5%; \$10.00 per month - 7.5%)

_____ 11. Showers and Lockers. Separate shower and locker facilities shall be provided either within the men's and women's restrooms or within a separate facility. At least _____ showers and ten lockers per shower shall be provided for the bicycle commuters of the project. Other occupants of the project shall be allowed to use the facilities, however, the lockers shall be assigned on a priority basis first to bicycle commuters.

Total Number of Showers: _____

Trip Reduction Credit: _____ 2.5%

_____ 12. Flexible Work Hours. If the property owner will be the sole or primary occupant of the building, (s)he shall agree to allow a majority of his or her employees whose primary commute method is either transit, ridesharing or bicycling to select their arrival time at any fifteen minute interval between 7:30 a.m. and 8:30 a.m.

Trip Reduction Credit: _____ 2.5%

_____ 13. Bicycle Paths. Either a minimum of one mile of off-street or on-street bicycle paths will be provided within the development to facilitate bicycle commuting and access within the complex, or _____ (acres) of land will be dedicated to facilitate development of designated off-street bicycle paths.

Total Miles or acres of Bicycle Paths: _____

Trip Reduction Credit: _____ 2.5%

_____ 14. Other. (Describe fully) _____

Trip Reduction Credit: _____

TOTAL TRANSPORTATION MANAGEMENT TRIP REDUCTION CREDIT: _____

AGREEMENT

I, the property owner hereby agree to implement the trip reduction measures checked on the previous pages and to continually maintain such facilities and/or programs for the time period specified, and to bind all successors in interest and assigns with the same obligations. The City is authorized to record this agreement in the Official Records of Sacramento County.

SIGNATURE:

NAME/PROPERTY OWNER

DATE:

PLAN APPROVED:

NOTARY:

PLANNING DIRECTOR MARTY VAN DUYN

DATE:

ORDINANCE NO. M83040

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

APR 5 1983

AN ORDINANCE ADDING SECTION 6-F AND AMENDING
SECTION 6-D-1-c OF THE COMPREHENSIVE ZONING
ORDINANCE OF THE CITY OF SACRAMENTO, ORDINANCE
NO. 2550, FOURTH SERIES, RELATING TO OFF-STREET
VEHICLE PARKING REDUCTIONS

BE IT ENACTED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

SECTION 1.

Section 6-F of the Comprehensive Zoning Ordinance of the City of Sacramento, Ordinance No. 2550, Fourth Series, is hereby added to read as follows:

F. OFF-STREET VEHICLE PARKING REDUCTION

1. Parking Reduction Levels.

a. For any non-residential development required to provide at least 25 off-street parking spaces pursuant to Section 6A, the Commission may reduce, by approval of a special permit, required parking in the following percentages:

Office	10%
Medical Office/Hospitals	8%
Commercial	5%
Industrial	10%

The special permit shall be subject to implementation of one or more of the trip reduction measures specified in Section 6-E-4-b, subsections C through L and compliance with Section 6-E-4-a. Prior to the aproval of the special permit, the Commission shall find that the proposed level of parking reduction will not adversely affect the supply of on-street parking which abuts residentially zoned property in the immediately surrounding area.

b. The maximum reduction of required parking that may be allowed for each eligible trip reduction measure is:

- (1) Transit Passenger Shelter - 1% or 3 spaces, whichever is less.
- (2) Bus/Light Rail Transit Station Subsidy - 5% or 20 spaces, whichever is less.
- (3) Transit Operating Subsidy - 5% or 20 spaces, whichever is less.
- (4) 50% Transit Pass Subsidy - 5% or 20 spaces, whichever is less.
- (5) 100% of Transit Pass Subsidy - 10% or 40 spaces, whichever is less.
- (6) Buspool/Shuttle Bus Program - 10% or 40 spaces, whichever is less.
- (7) Vanpool Program - 5% or 20 spaces, whichever is less.
- (8) Employee/Tenant Parking Fees - 5% or 20 spaces, whichever is less.
- (9) Showers and Lockers - 2% or 10 spaces, whichever is less.
- (10) Flexible Work Hours - 2% or 10 spaces, whichever is less.
- (11) Other Measure - To be determined, but not exceeding 10%.

2. Light Rail Stations. The special permit described in Section 6-F-1-a may authorize an additional 10% parking reduction for all non-residential developments which are located within 660 feet from an existing or designated light rail transit station if one or more of the trip reduction measures set forth in Section 6-E-4-b, subsections D, E, and F are implemented. The maximum reduction, in addition to the reduction specified in Section 6-F-1-a allowable for each measure is:

- a. Bus/Light Rail Transit Station Subsidy - 5% or 20 spaces, whichever is less.
- b. Transit Operating Subsidy - 5% or 20 spaces, whichever is less.
- c. 50% Transit Pass Subsidy - 5% or 20 spaces, whichever is less.
- d. 100% Transit Pass Subsidy - 10% or 40 spaces, whichever is less.

SECTION 2.

Section 6-D-1-c of the Comprehensive Zoning Ordinance of the City of Sacramento, Ordinance No. 2550, Fourth Series, is hereby amended to read as follows:

c. Central Business District Off-Street Vehicle Parking Reduction. The Commission may permit, by approval of a special permit up to 60 percent of the off-street vehicle parking requirement for new offices, and up to 100 percent of the off-street vehicle parking requirement for office conversions and office additions to be satisfied by one or more of the trip reduction measures specified in Section 6-E-4-b, subsections A, B, C, D, E, F, G, H, J, and L, subject to compliance with the provisions of Section 6-E-4-a. The maximum parking reduction allowable is:

- (1) Preferential Employee Carpool/Vanpool Parking Spaces - 5%
- (2) Transportation Coordinator - 5%
- (3) Transit Passenger Shelter - 2%
- (4) Bus/Light Rail Transit Station Subsidy - 10%
- (5) Transit Operating Subsidy - 20%
- (6) Buspool/Shuttle Bus Program - 20%
- (7) Vanpool Program - 10%
- (8) Showers and Lockers - 5%
- (9) Other Measure - To be determined, but not exceeding 10%

(10) Transit Pass Subsidy - The Commission may permit up to 80 percent of the required off-street vehicle parking requirement to be satisfied if a 100 percent monthly transit pass subsidy is provided to the workers of the development for each parking space reduced. The Commission may permit up to 40 percent of the required vehicle parking requirement to be satisfied if a 50 percent monthly transit pass subsidy is provided to the workers of the development. Under the 50 percent subsidy option, off-street vehicle parking spaces shall be substituted at a ratio of one vehicle parking space for every two monthly transit passes offered to any worker of the development at a cost which equals the difference between the then prevailing cost of the pass and the amount of subsidy. For both of these subsidy options, the minimum duration of this transit pass program shall be 25 years. The applicant may utilize either payment method described in subsections (a) and (b) below. The property owner shall be required to enter into an agreement with the City and the Sacramento Regional Transit District or other appropriate transit agency which sets forth the administration of the program and other relevant provisions. This agreement shall be recorded and shall bind all successors to the property.

(a) Trust Fund Option. The special permit shall state the then prevailing rate for a Sacramento Regional Transit District monthly transit pass times the level of subsidy proposed. The permit shall require the applicant to pay a fee equal to 300 times the transit pass rate, as adjusted, by the number of off-street vehicle parking spaces being substituted. The fee shall be paid into a trust account created and administered by the City or its designee and shall be used to purchase from the Sacramento Regional Transit District or other appropriate transit agency monthly transit passes and tokens for the workers of the building for the 25-year term of the program. It shall be the responsibility of the property owner to distribute these passes and tokens to the workers of the development each month. This fee shall be paid prior to issuance of the building occupancy permit.

(b) Annual Payment Option. In lieu of the payment option set forth in (a) above, the Commission may, by condition of the special permit, allow payment of the transit pass fee on an annual basis; in which case the annual fee for each required off-street parking space being substituted shall be in the amount of twelve times the rate of a monthly transit pass, as adjusted, by the number of off-street vehicle parking spaces being substituted for the first five years. From the sixth through the tenth year of payment, the fee shall be twelve times the rate of a monthly transit pass, as adjusted, at the end of the fifth year times the number of off-street vehicle parking spaces being substituted, plus five percent. For the eleventh through the fifteenth year of payment, the fee shall be twelve times the rate of a monthly transit pass, as adjusted, at the end of the tenth year times the number of off-street vehicle parking spaces being substituted, plus ten percent. For the sixteenth through the twentieth year of payment, the fee shall be twelve times the rate of a monthly transit pass, as adjusted, at the end of the fifteenth year times the number of off-street vehicle parking spaces being substituted, plus fifteen

percent. For the twenty-first through twenty-fifth year of payment, the fee shall be twelve times the rate of a monthly transit pass, as adjusted, at the end of the twentieth year times the number of off-street vehicle parking spaces being substituted, plus twenty percent. The total annual fee required shall be paid directly to the Sacramento Regional Transit District or other appropriate transit agency on or before June 15th of each year for the 25-year term. At any time during the 25-year period, the applicant or any successor in interest may pay off the remaining balance due based on the then prevailing annual fee times the number of years remaining of the 25-year term. This payment shall then be deposited into a trust account created and administered by the City or its designee and shall be used to continue the transit pass subsidy program. It shall be the responsibility of the property owner to distribute these passes and tokens to the workers of the building each month.

DATE PASSED FOR PUBLICATION: March 29, 1983

DATE ENACTED: April 5, 1983

DATE EFFECTIVE: May 5, 1983

MAYOR

ATTEST:

CITY CLERK

APPENDIX D

COMPUTING PARKING REDUCTION LEVELS FOR C-3, CENTRAL BUSINESS DISTRICT OFFICE PROJECTS

I. COMPUTING REQUIRED VEHICLE AND BICYCLE PARKING FACILITIES

- | | |
|---|---|
| 1. Total gross square feet (G.S.F.) of office use: (for office expansions, both existing and new square footage are added together) | _____ G.S.F. |
| 2. Minus 20,000 G.S.F. | _____ G.S.F. |
| 3. Divide by 600 G.S.F.
(1 vehicle parking space per 600 G.S.F. required)*
- some or all of the gross vehicle parking spaces required can be provided off-site. | _____ Gross number of
vehicle spaces
required |
| 4. Multiply total vehicle parking spaces required by 60% to determine the maximum number of vehicle parking spaces which can be reduced using parking reduction measures:**
(less than the maximum amount can be proposed) | _____ Maximum parking
reduction |
| 5. Net vehicle parking spaces required:
- some or all of the net vehicle parking spaces can be provided off-site. | _____ Net number of
vehicle spaces
required |
| 6. Divide net total vehicle spaces required in line 5 by 10 to determine total number of bicycle parking facilities required on-site or off-site: | _____ Total bicycle
parking facilities
required |
| 7. Multiply total bicycle parking facilities by 50% to determine number of required Class I bicycle lockers (2 bicycle capacity) or Class II bicycle racks which must be in an enclosed, covered and lockable area; thereby upgrading Class II racks to Class I status: | _____ Total Class I
bicycle parking
facilities required |
| 8. Determine the remaining amount, 50%, of required bicycle parking facilities which can either be Class II or Class III racks located within an open, accessible area: | _____ |

* Parking requirements for building conversions from a non-office to an office use are based on 50% of the net gross square footage.

** For building conversions and office expansions, 100% of the vehicle parking requirements can be in lieu. If the 100% in-lieu option is utilized for vehicle parking requirements, there are no required bicycle parking facility requirements.

II. COMPUTING VEHICLE PARKING REDUCTION PROVISIONS

First determine the level of parking reduction and the measures desired. Then use the formula provided below to determine the level of reduction eligible for each measure. These levels are expressed in the maximum amount of reduction available and an applicant can select less than this amount with a corresponding adjustment in the level of implementation required.

FACILITY/SERVICE MEASURES

A. Carpool/Vanpool Spaces

9. Determine the maximum number of required vehicle parking spaces which can be reduced if this measure is utilized by multiplying the gross vehicle parking space requirement from line 3 by 5% _____

10. To determine the number of net required vehicle parking spaces which must be marked as "Carpool/Vanpool Only" spaces, multiply the net total number of vehicle parking spaces required by 10% _____

11. Net amount of vehicle parking space reduction allowed by subtracting line 9 from line 4 _____

B. Transit Passenger Shelter

12. Assuming that a transit passenger shelter is needed adjacent to the project site, determine the maximum number of required vehicle parking spaces which can be reduced if this measure is utilized by multiplying the gross vehicle parking space requirement from line 3 by 2% _____

13. Net amount of vehicle parking space reduction allowed by subtracting line 12 from line 11 _____

C. Showers and Lockers

14. Determine the maximum number of required vehicle parking spaces which can be reduced if this measure is utilized by multiplying the gross vehicle parking space requirement from line 3 by 5% _____

15. Net amount of vehicle parking space reduction allowed by subtracting line 14 from line 13 _____

D. Bus/Light Rail Station Subsidy

16. Assuming that the project is located within 1,320 feet from an existing or designated bus or light rail station, determine the maximum number of required vehicle parking spaces which can be reduced if this measure is utilized by multiplying the gross vehicle parking space requirement from line 3 by 10%

17. Net amount of vehicle parking space reduction allowed by subtracting line 16 from line 15

E. Transit Operating Subsidy

18. Assuming that the project is located within 1,320 feet from an existing or designated transit route, determine the maximum number of required vehicle parking spaces which can be reduced if this measure is utilized by multiplying the gross vehicle parking space requirement from line 3 by 20%

19. Net amount of vehicle parking space reduction allowed by subtracting line 18 from line 17

PROGRAM/LONG-TERM MEASURES

F. Transportation Coordinator

20. Determine the maximum number of required vehicle parking spaces which can be reduced if this measure is utilized by multiplying the gross vehicle parking space requirement from line 3 by 5%

21. Net amount of vehicle parking space reduction allowed by subtracting line 20 from line 19

G. Buspool/Shuttle Bus Program

22. Determine the maximum number of required vehicle parking spaces which can be reduced if this measure is utilized by multiplying the gross vehicle parking space requirement from line 3 by 20%

23. Net amount of vehicle parking space reduction allowed by subtracting line 22 from line 21

H. Vanpool Program

24. Determine the maximum number of required vehicle parking spaces which can be reduced if this measure is utilized by multiplying the gross vehicle parking space requirement from line 3 by 10%

25. Net amount of vehicle parking space reduction allowed by subtracting line 24 from line 23 _____

I. Transit Pass Subsidy

Either the 100% or the 50% subsidy can be selected, but not both

26. 100% subsidy - Determine the maximum number of required vehicle parking spaces which can be reduced if this measure is utilized by multiplying the gross vehicle parking space requirement from line 3 by 80% (NOTE: one parking space can be reduced for each pass subsidized at 100%) _____

27. Net amount of vehicle parking space reduction allowed by subtracting line 26 from line 23 _____

28. 50% subsidy - Determine the maximum number of required vehicle parking spaces which can be reduced if this measure is utilized by multiplying the gross vehicle parking space requirement from line 3 by 40% (NOTE: one parking space can be reduced for every two passes subsidized at 50%) _____

29. Net amount of vehicle parking space reduction allowed by subtracting line 26 from line 23 _____

J. Other Measures

30. If other parking reduction measures are proposed by the applicant or staff (such as off-street bicycle routes or land dedication for the light rail line or park and ride lots), the maximum vehicle parking reduction that can be allowed is determined by multiplying the gross vehicle parking space requirement from line 3 by 10% _____

31. Net amount of vehicle parking space reduction allowed by subtracting line 30 from line 29 or line 27 _____

III. SUMMARY OF VEHICLE AND BICYCLE PARKING REQUIREMENTS

32. Total net off-street vehicle parking spaces required by adding line 5 with line 31 _____

33. Total bicycle parking facilities required, 50% of which must be Class I facilities and the remainder can be Class I, II or III. _____

34. Total number of required parking spaces that will be substituted for implementation of parking reduction measures as shown in line 4 _____

TRANSIT PASS IN-LIEU MEASURE PAYMENT SCHEDULE FOR PROJECTS APPROVED IN 1983-84

Regional Transit Monthly Pass Rate: \$30 per month or \$360 per year for one pass

OPTION ONE: Full payment of the \$360 transit pass fee per pass over the 25-year term for a 100% subsidy or \$180 per pass for the 50% subsidy. Payment must be made at the time of building permit approval for placement in a trust fund account for annual payment to Regional Transit. The monthly transit passes/tokens would be delivered to the building manager for distribution to the tenants of that building for the 25-year term.

TOTAL COST: \$9,000 for a 100% subsidy per pass
\$4,500 for a 50% subsidy per pass

OPTION TWO: Annual payment of the transit pass fee with an accelerating 5 percent increase added to the base pass cost for every five-year increment as indicated in the following table. Payment to Regional Transit would occur once a year at the date specified and monthly transit passes/tokens would be delivered to the building manager for distribution to the tenants of that building over the 25-year term. At any time during this annual payment period, the developer/building owner may pay off the remaining fee at the then required rate to avoid future fee increases. This balloon payment would then be placed in a trust account for similar distribution.

Annual Fee Required Per Pass for a 100% Subsidy Program

<u>0%</u>	<u>Increase</u>	<u>5%</u>	<u>Increase</u>	<u>10%</u>	<u>Increase</u>	<u>15%</u>	<u>Increase</u>
1984 :	\$ 360.00	1989 :	\$ 378.00	1994 :	\$ 415.80	1999 :	\$ 478.17
1985 :	\$ 360.00	1990 :	\$ 378.00	1995 :	\$ 415.80	2000 :	\$ 478.17
1986 :	\$ 360.00	1991 :	\$ 378.00	1996 :	\$ 415.80	2001 :	\$ 478.17
1987 :	\$ 360.00	1992 :	\$ 378.00	1997 :	\$ 415.80	2002 :	\$ 478.17
1988 :	\$ 360.00	1993 :	\$ 378.00	1998 :	\$ 415.80	2003 :	\$ 478.17
	<u>\$1,800.00</u>		<u>\$1,890.00</u>		<u>\$2,079.00</u>		<u>\$2,390.85</u>

<u>20%</u>	<u>Increase</u>
2004 :	\$ 573.80
2005 :	\$ 573.80
2006 :	\$ 573.80
2007 :	\$ 573.80
2008 :	<u>\$ 573.80</u>
	\$2,869.00

TOTAL: \$11,028.25

Increase Above
Option One: \$ 2,028.85



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Annual Fee Required Per Pass for a 50% Subsidy Program

<u>0% Increase</u>	<u>5% Increase</u>	<u>10% Increase</u>	<u>15% Increase</u>
1984 : \$ 180.00	1989 : \$ 189.00	1994 : \$ 207.90	1999 : \$ 239.09
1985 : \$ 180.00	1990 : \$ 189.00	1995 : \$ 207.90	2000 : \$ 239.09
1986 : \$ 180.00	1991 : \$ 189.00	1996 : \$ 207.90	2001 : \$ 239.09
1987 : \$ 180.00	1992 : \$ 189.00	1997 : \$ 207.90	2002 : \$ 239.09
1988 : \$ 180.00	1993 : \$ 189.00	1998 : \$ 207.90	2003 : \$ 239.09
<u>\$ 900.00</u>	<u>\$ 945.00</u>	<u>\$1,039.50</u>	<u>\$1,195.45</u>

20% Increase

2004 : \$ 286.91
2005 : \$ 286.91
2006 : \$ 286.91
2007 : \$ 286.91
2008 : \$ 286.91
<u>\$1,434.55</u>

TOTAL: \$ 5,514.50

Increase Above

Option One: \$ 1,014.50